

RTW FLOWCHART

Start Here

Establish RTW Policy Statement

Include: Eligibility; Program Length; Wage Determination; Modified Assignments; Union Involvement

Develop RTW Program

Select Team Members; Duties/Responsibilities; Complete All Jobs Analyses; Identify Transitional Jobs; Develop RTW Forms; Train Supervisory Staff; Educate All Employees

Designate RTW Program Coordinator

At the Onset of Injury

File C-2 Accident Report

Identify Potential RTW Participant

Send Doctor Notification Letter
Include: Job Demands Analysis Form; Physical Capabilities Worksheet; Transitional Job Analysis

Notify NYSIF of Potential RTW Case

Copy NYSIF with Dr.'s Completed Forms
Job Demands Analysis; Physical Capabilities Worksheet; Transitional Job Analysis

YES

Doctor Approves Transitional Duty

NO

Identify Transitional Duty Position Approved for Work Release

Notify NYSIF

Copy NYSIF

Send Return to Work Availability Letter to Employee

Employee Returns to Transitional Work

Periodically Send Doctor Regular Duty Job Analysis Requesting Full Duty Release Date

YES

Employee Released to Regular Duty Job

NO

Notify NYSIF

Notify NYSIF